

**CITY OF DOVER PLANNING DEPARTMENT**  
**Revised June 4, 2019**

APPLICANT: \_\_\_\_\_ FILE NUMBER: \_\_\_\_\_

**List of Common Site Plan Notes**

The following list of commonly required notes is intended to be used as a guide to applicants and should not be construed as a comprehensive note requirement list for all projects. A preapplication conference with the Planning Department is suggested to help determine the actual notes that may be required.

1. The intent of this plan is to *(describe the purpose of the plan)*.
2. Owners of Record are: Name  
Street address  
Municipality, State, Zip Code  

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Authorized Signature
3. The parcel(s) is *(are)* shown as Lot No. \_\_\_\_\_, Map \_\_\_\_ of the City of Dover Tax Assessor's Maps.
4. The subject parcel(s) contains \_\_\_\_ acres or \_\_\_\_\_ sq. ft. area of land.
5. Title reference for the project parcel(s) is the Strafford County Registry of Deeds, Book No. \_\_\_\_, Page No. \_\_\_\_.
6. Reference Plans: *(List all reference plans and their SCRD #)*
7. All applicable right-of-way, conservation, slope, construction, power line, cross travel, or other easements shall be referenced in a note.
8. Zoning dimensional and density requirements are as follows:

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|---|-----------|
| Required:   | Provided: |
| a. Zoning district _____ sub-district _____       |           |
| b. Minimum lot size: _____ acres (sq. ft.)        |           |
| c. Minimum lot frontage: _____ ft.                |           |
| d. Minimum yard setbacks/build-to-lines:          |           |
| Front _____ ft.                                   |           |
| Side _____ ft.                                    |           |
| Rear _____ ft.                                    |           |
| Abut-a-street _____ ft.                           |           |
| e. Maximum/minimum lot coverage _____ %           |           |
| f. Minimum/maximum bldg. height _____ ft./stories |           |

This property falls within the following zoning overlay districts: *(List districts)*

9. List any variances or special exceptions granted by the Zoning Board of Adjustment or Conditional Use Permits granted by the Planning Board for the proposed use or structure, including the case number and date of decision and any conditions.
10. Property line information has been obtained from a survey performed by *(surveyor)* on *(date)* with an error not greater than 1 in 10,000 *(or has been obtained from \_\_\_\_\_ Plan, prepared by (surveyor))*.
11. Subject parcel is *(is not)* located within a Federally designated flood hazard area (Community panel number 33017C0xxxD, Effective Date: September 30, 2015).
12. Wetlands were delineated by \_\_\_\_\_, Certified Wetlands Scientist, Certification Number \_\_\_\_\_, in accordance with Chapter 170-27.1 of the Zoning Ordinance, on \_\_\_\_\_, 20\_\_\_\_.
13. As-built plans of the subdivision shall be submitted on paper and in digital format AutoCAD DWG, AutoCAD DXF or ESRI format to the City of Dover Engineer's Office upon completion of project if a street is proposed for City acceptance. As-built plans shall be prepared and certified correct by a L.L.S. or P.E. Digital files shall be geo-referenced to New Hampshire State Plane Coordinates NAD83 and shall be expressed in feet.
14. The installation of electric power, cable television and telephone lines shall be underground throughout the site for which development is proposed.
15. The subject parcel(s) is (are) served by municipal water and sewer *(or is served by on-site well and septic system)*.
16. All construction shall conform with the State of New Hampshire Department of Transportation (NHDOT) "Standard Specifications for Road and Bridge Construction" and with the City of Dover Community Services Regulations and standard specification for construction. The more stringent specification shall apply.
17. All erosion control notes shall include provisions for construction sequencing, temporary erosion control measures, and permanent standards such as loam spread rate for disturbed areas, rates of lime, type and rates for fertilizer, and seed and mulch mixture with rates of application.
18. The limits of construction disturbance that are located in or within the 50 ft. of Conservation and Wetland Districts shall be staked, flagged and clearly identified prior any earth disturbing activity occurs.
19. All treatment swales to be constructed shall have sod bottoms.
20. A letter of credit for the cost of revegetating all disturbed areas on the site shall be submitted, and the approved construction sign installed prior to any earth disturbing activity occurs.
21. A pre-construction conference with the developer, the design engineer, the earthwork contractor and the City Engineer shall occur prior to any earth disturbing activity.
22. Site Construction hours shall be limited to Monday-Friday 7 AM-6 PM, Saturday and Sunday 9 AM-4 PM. Hours of construction must be documented on a site construction sign along with the contact information for the general contractor. Said signage must be located and approved by the City Engineer or Assistant City Manager.

23. Building addresses (including apt/unit numbers if applicable) shall be assigned by the Building Official at the time of issuance of a building permit.
24. The proposed use for the site (structure) is \_\_\_\_\_. (More specific uses are encouraged, such as single family, duplex, multi-family, restaurant, hotel, doctor's office, etc. Should more than one use be proposed, an indication of the percentage of each use is suggested.)
25. The following federal and state permits have been issued for the subject property: (*List permit type, number and date of issuance.*)
26. Commercial vehicle route during construction shall conform to Dover City Code or be coordinated with the Community Services Director.
27. Any retaining wall taller than four feet (4') requires issuance of a building permit from Inspection Services.
28. Any fence taller than six feet (6') requires the issuance of a building permit from Inspection Services.
29. Applicant shall complete Land Use Development Tracking Form, most recently revised version, utilizing the online Pollution Tracking and Accounting Pilot Project (PTAPP) portal.  
<https://www.unh.edu/unhsc/ptapp>
30. The owner of record shall record at the Registry of Deeds documentation sufficient to provide notice to all persons/entities that may acquire any property subject to the requirements and responsibilities described in the approved STORMWATER Management Plan. The notice shall comply with the applicable requirements for recording contained in RSA 477 and 478. The notice need not set forth the requirements at length, so long as it is sufficient to provide notice to prospective purchasers to the requirements for maintenance and reporting.
31. Fire department access road(s) shall be installed and maintained to support the imposed loads of fire apparatus in all weather conditions at all times.
32. The maximum parking space calculation is \_\_\_\_\_ (broken down) and \_\_\_\_\_ spaces are provided.
33. Exterior lighting shall be cut-off type fixtures per Chapter 149-14-E and shall provide lighting directed on-site only.
34. Topographic survey performed by \_\_\_\_\_ on (*dates*).
35. Elevations are based on U.S.G.S. datum. (or Elevations depicted are based on information obtained from the City Engineer's Office and was derived from coordinates for control stations \_\_\_\_\_ and \_\_\_\_\_. These coordinates have not been adjusted to 1983 datum).
36. A security system shall be installed as required by Chapter 58, Article I, section 58-2 of the Code of the City of Dover. (*If a business establishment or multi-family dwelling contained in a new, altered or repaired structure*)
37. Approved backflow preventers shall be provided for both fire and domestic water lines.
38. The (*existing or proposed*) structure shall be served by a sprinkler system as required by Chapter 109- 30 of the Code of the City of Dover and the adopted State of NH Building and Fire Codes.

- 39. Sprinkler connections must be flushed in accordance with NFPA 24 and a Contractor’s Material and Test Certificate for Underground Piping form must be completed and approved by Inspection Services prior to connection of the backflow device.
- 40. Fire department connection(s) shall be located on the street side of the building per NFPA 13. Access to the FDC shall maintain a clear and unobstructed path at all times.
- 41. The site layout is designed in compliance with applicable accessibility regulations. The proposed structure will be also be designed in accordance with applicable accessibility regulations. (i.e. IBC, ANSI-117.1) and NH RSA 155-A:5.

**REMARKS:**

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